



# PLAN REQUIREMENTS

## For Commercial and Multi-Family Structures

(Other than One and Two Family Dwellings)

**NEW BUILDINGS, ADDITIONS** – Two sets of building plans (maximum size 30" x 42"), one set of specifications, and one set of structural calculations shall be submitted to the Department of Building Safety. The plans shall be in compliance with the NEC<sup>2005</sup> and the 2000 ICC codes with amendments.

- Projects requiring an architect's stamp are:
  - New commercial construction, and fit-up or renovation of places of assembly (restaurants, nightclubs, bars, churches, etc.)
  - Plans that add units to existing multi-family dwellings (over two units)
  - Multi-family dwellings and all other projects as required by the architectural licensing law for the State of NH
  - The architect must state compliance with the New Hampshire energy code and submit calculations
- Wood truss drawings are required to be stamped by the engineer of record
- Manufacturers specifications shall be submitted for engineered lumber (LVL's, micro-lams, etc.)
- A Statement of Special Inspections shall be completed for all plans required to be designed by a registered architect or engineer
- Electrical, plumbing, and mechanical drawings require a stamp by an engineer registered in the respective disciplines
- Plans shall be accompanied by a code evaluation summary
- Some projects may require to be accompanied by a plan review of a third party
- Approval is required for food service, day care facilities and public swimming pools prior to permit issuance by the Environmental Health Department (18 Mulberry Street, 589-4530)
- For site plan requirements, contact the Planning and Zoning Department (City Hall, 2<sup>nd</sup> floor, 589-3090)
- For sewer permits, contact the Department of Public Works (9 Riverside Street, 589-3123)

**COMMERCIAL INTERIOR FIT-UP, ALTERATIONS OR RENOVATIONS** – Submit two sets of the floor plan drawn to scale with dimensions. The above requirements may apply. Renovation projects must be reviewed by the Environmental Health Department for hazardous materials prior to permit approval. As a minimum, plans shall note the:

- Square footage of existing building and the number of stories
- Square footage of proposed area of work
- Use of adjacent units (tenants) if applicable
- Type of construction materials used
- Means of egress and associated door size, hardware, etc.
- Use of space
- Occupancy load
- Wall, floor, and ceiling ratings, if applicable
- Door and window schedule

**FIRE MARSHAL'S OFFICE** – One set of building plans is required. Please deliver the plans directly to the Fire Marshal (177 Lake Street, 589-3460). All sprinkler and fire alarm permits are secured through the Fire Marshal's Office.

### SIGNS, ELECTRICAL, PLUMBING, MECHANICAL AND DEMOLITION REQUIRE SEPARATE PLANS AND PERMITS

*Those plans that do not have complete information may be rejected. Please take the time to review your plans to insure adequacy.*

*When the building permit is approved, one copy of the plans will remain in the Department of Building Safety; the other copy will be returned to the applicant. The approved plans must be on the jobsite for inspections.*

#### NASHUA BUILDING SAFETY DEPARTMENT

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